



Job Title: SECRETARY I

Department /Office: Any
Reports to Whom (title): Supervisor
Salary / Hourly Range: 18
Job Classification Code: 8810
Level of Background Check: 1B
Status: NON- EXEMPT
Driving Required: Yes, As Required
Created: 08/07/2013

INTRODUCTION:

This position is responsible for the efficient and effective performance of entry level secretarial tasks, including effective public relations, maintaining appointments, screening calls/visitors, and independently handling routine correspondence and informal requests.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all-inclusive or restrictive.)

1. Politely greets visitors and telephone callers; ascertains their nature & purpose of visit; assists customers by providing information about the office, functions & activities, policies & procedures, office staff, etc; provides a high level of customer service.
2. Receives, logs-in and routes in-coming mail to appropriate staff, attaches necessary files or material in order to effect prompt responses; responds to inquiries of simple routine general matter on behalf of the supervisor or staff.
3. Composes/prepares routine correspondence for review & signature by supervisor or staff; verifies & reviews material for completeness & conformance with established regulations & procedures; processes requisitions for purchases, payroll timesheets, travel authorizations, related expense claims or any other procedural forms required by the office; monitors renewal dates for memberships, subscriptions, purchase agreements, professional service contracts, etc.
4. Establishes and maintains an effective & efficient records management system; responsible for proper filing & retrieval of documents pertinent to office operations & clientele; handles confidential & sensitive information/data in accordance with established policies & procedures.
5. Maintains office calendar/appointments; participates in planning of the meetings, assists with making arrangements, i.e., preparing agenda packets & notices, scheduling events, securing facilities, acquiring needed supplies & materials, contacting targeted participants, etc.; takes & transcribes meeting minutes, discussions, etc., as necessary.
6. Performs other duties as assigned and authorized to achieve program/office goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, personnel of other agencies, public & private sector businesses/organizations and the general public.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work is sedentary and performed in a standard office environment requiring normal safety precautions typical of office/meeting rooms and working around office machines/equipment.

MINIMUM QUALIFICATIONS:

1. **Required Education, Training, and Experience:**
 - A. Education : High school diploma or G.E.D. certificate;

AND

 - B. Experience : Two (2) years work experience in an office environment performing similar duties

OR

 - C. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.
2. **Required Knowledge, Skills and Abilities:**
 - A. Knowledge:
 - Knowledge of tribal governmental organizations, administration and management practices
 - Knowledge of office management principles, practices and methods
 - Knowledge of records management and practices
 - Knowledge of good customer service principles and practices
 - B. Skills:
 - Skill in verbal and written communications
 - Skill in effective records management
 - Skill in prioritizing multiple tasks/projects
 - C. Abilities:
 - Ability to operate modern office equipment/machines and applicable computer software
 - Ability to work independently and exercise sound judgment
 - Ability to coordinate and handle a variety of administrative functional responsibilities
 - Ability to deal professionally and effectively when carrying out functional responsibilities
 - Ability to establish and maintain positive professional working relationships when in contact with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must complete and pass the pre-employment screening in accordance with Hopi Tribal Policy.
2. Depending on the needs of the position, some incumbents of this class may be required to possess a valid Arizona Driver's License and pass and complete the Hopi Tribe's Defensive Driving Course.

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